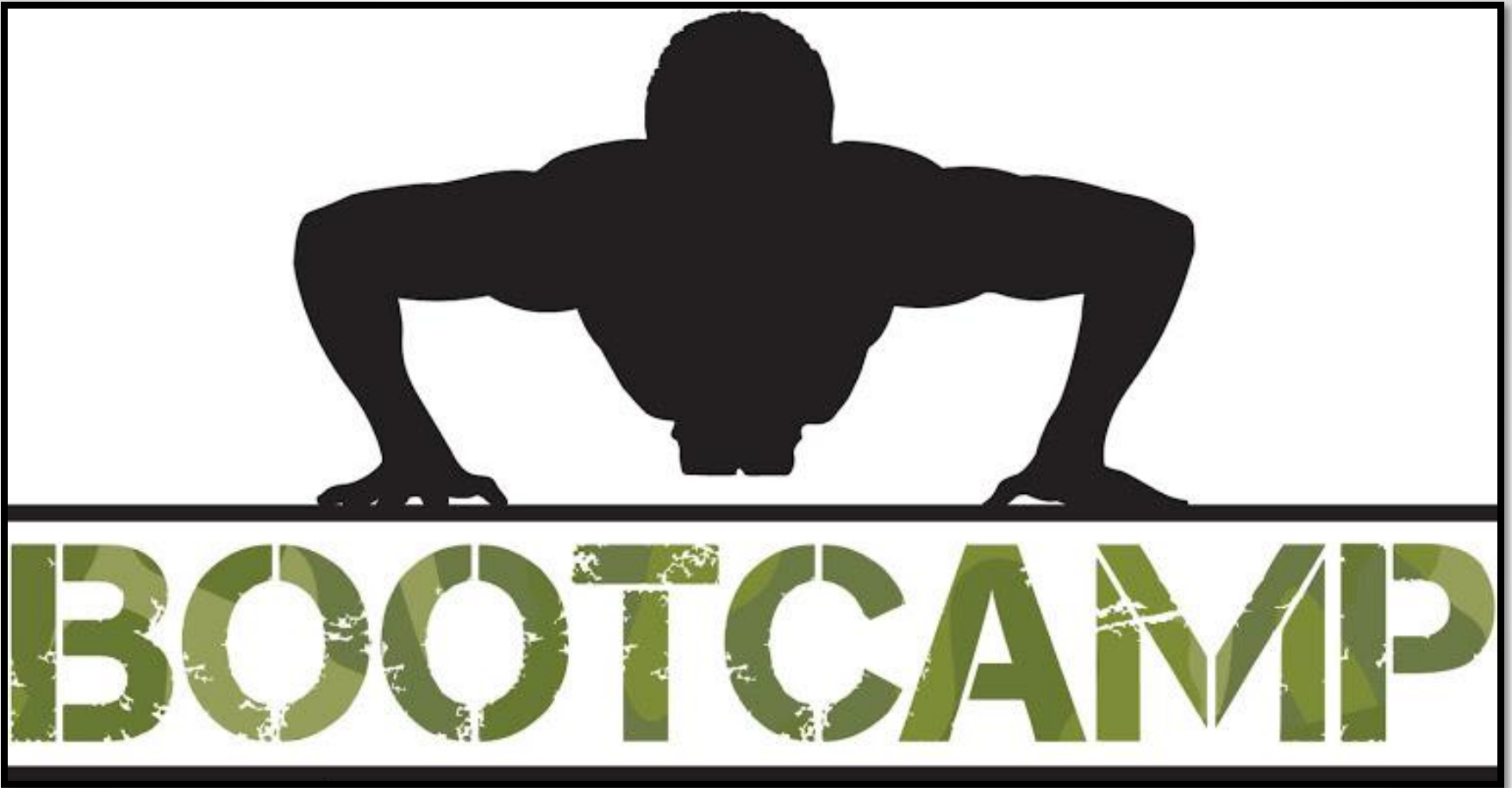# Exercise

- **In your binder, under MEP Boot Camp Evaluation, write down:**

- **What you hope to achieve with today's presentation**

MEP Coordinators Boot CAMP
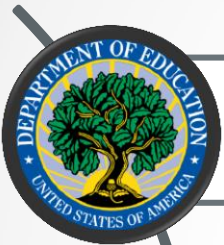August 30, 2016

Paulino Valerio
Migrant Education Program Specialist
State ID&R Coordinator

Target

- ID&R and Qualifying Steps
    - Flow of information
    - Importance of ID&R
    - From Family to Funding

- MEP Data/ COEstar MSIX
    - COEstar
    - MSIX
    - Passwords

- Looking Forward: Actionable Milestones

Flow of Information: National Structure

U.S. Department of Education (ED)

Office of Migrant Education (OME)

48 | **State Education Agency (ADE)**

29 | **Local Operating Agencies (LEA)**

Flow of Information: State Structure

State Education Agency: ADE

- Contracts MEP services to Local Education Agency (LEA) through allocations.
- Provides oversight and technical assistance to LEA
- Disseminates knowledge of the: MEP non regulatory guidance, program evaluation, Comprehensive Needs Assessment (CNA), and Service Delivery Plan (SDP), Identification and Recruitment ID&R.
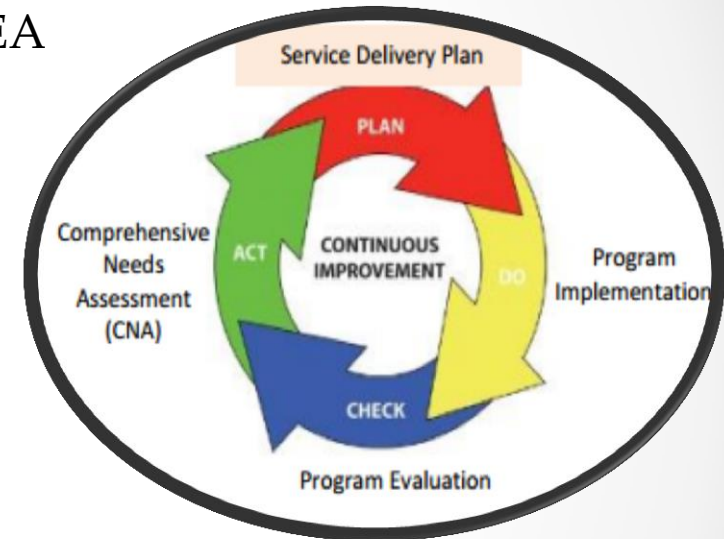
Local Education Agency: School Districts

- Administers local MEP
- Qualifies eligible migrant families
- Directly provides services to MEP families:
- Assesses the needs of the their service area

The Importance of Identification and Recruitment (ID&R)

ID&R is critical because:

- Children cannot receive MEP services without a completed Certificate of Eligibility (COE);
- Many migrant children would not benefit from school, or even attend school, if they were not identified and recruited into the MEP; and
- The children who are most in need of program services are often those most difficult to find.

MEP Guidance, Chapter III

6

The Importance of

Identification and Recruitment (ID&R)

The Arizona MEP is responsible for identifying and recruiting all eligible migrant children in the state. The window of time measured on the CSPR is from September 1- August 31.

- **Identification**: Actively looking for and finding migrant children and youth

- **Recruitment**: Making contact with the family or youth and obtaining the necessary information to document the child's eligibility and enroll the child in the MEP.

Flow of Information: ID&R

Family

Recruiter

EzPaper

SEA Reviewer (LEA)

State Wide Services
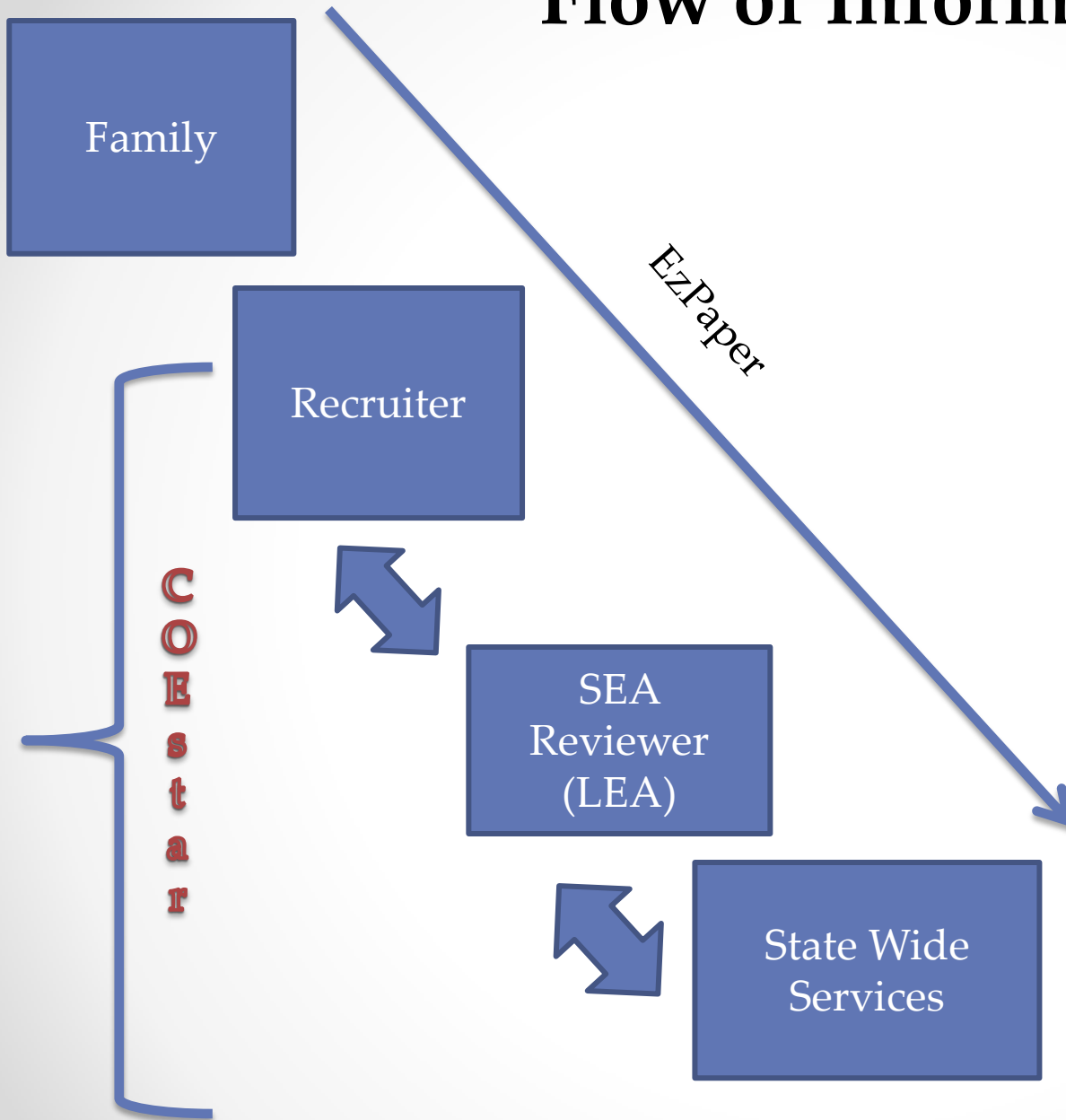
COEstar

- Family Interviewed by recruiter.
- Recruiter issues COE using EZPaper in COEStar.
- Recruiter Submits for SEA Reviewer to approve.
- Sea Reviewer submits to State Wide Services for approval.
- Statewide Services Approves and Publishes in COEStar
- Data on COEStar uploads data to MSIX.

Flow of Information

Family to Recruiter

- The Recruiter interviews family, qualifies move, and issues COE to State Reviewer for approval.

- Recruiter is trained on ID&R practices and protocol by ADE.
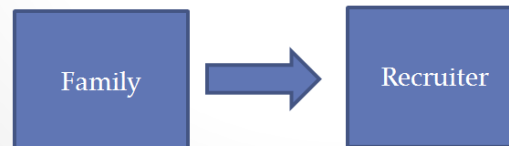

Family → Recruiter
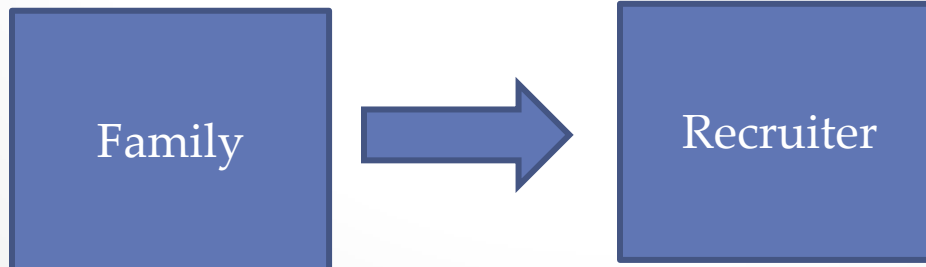
Flow of Information

TIPS for Recruiters:

Good recruiting is accomplished with timely, accurate and consistent interviewing:

- Employ critical thinking and problem solving skills.

- Check MSIX for move history

- Note timing of qualifying move/continuation of services

- Be aware of your surroundings; notice cribs or strollers for younger children.

- Establish a rapport with family; ask about relatives and friends.



```
[ Family ]  →  [ Recruiter ]
```

Migrant Education Program
Eligibility Flowchart
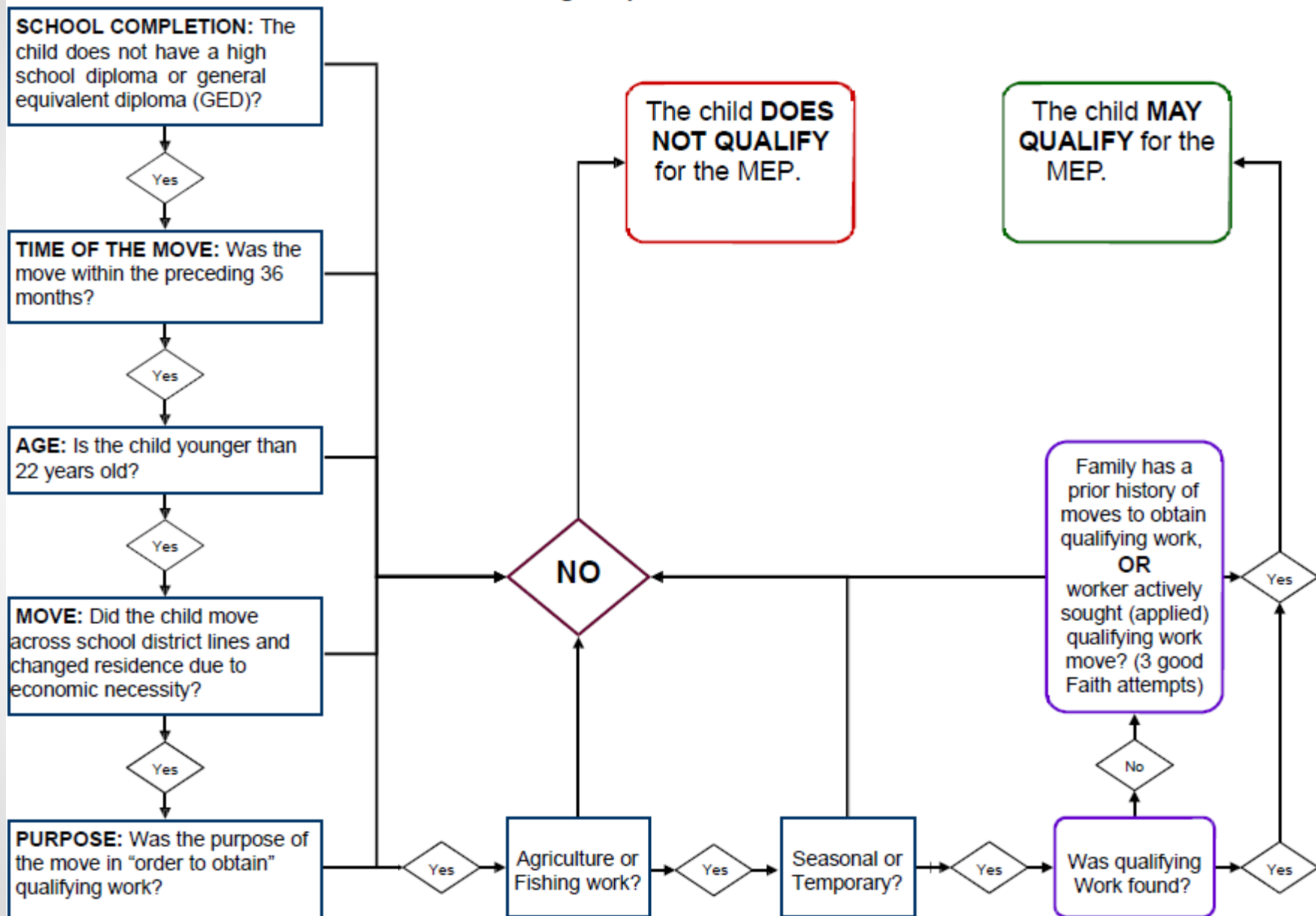
Recruiter to SEA Reviewer

- The SEA Reviewer may be the MEP Coordinator or Data clerk and responsibilities may be delegated whenever necessary.

- The SEA reviewer must ensure that the family is eligible.

- The SEA reviewer has 24 hours to approve or disapprove a COE.

- If disapproved, the COE returns to the Recruiter.

| Recruiter | → | SEA Reviewer (LEA) |
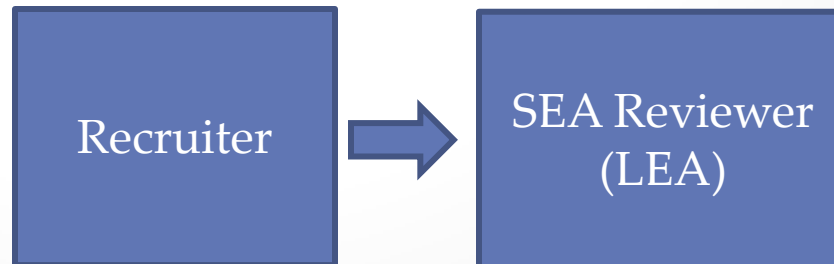
SEA Reviewer to State Wide Services

- Receives COE from SEA Reviewer.

- State Wide Services must approve the COE within **24** hours of the SEA reviewer

- If disapproved, the COE will return to the SEA Reviewer.

- Once approved, the COE is published onto COEstar

The Coding Process

Family

Recruiter

EzPaper

COEstar

SEA Reviewer (LEA)

State Wide Services
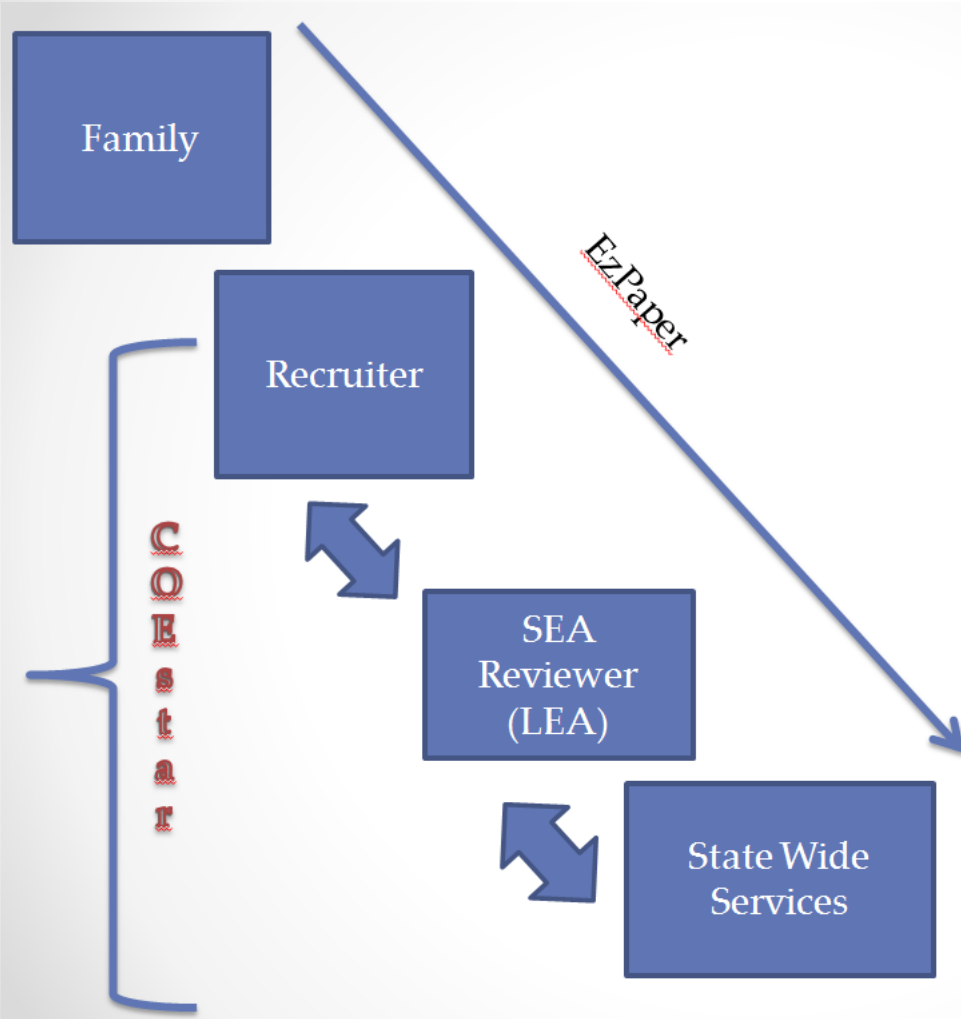
- *LEA recruits family for services*
- *State Wide Services Publishes COE to COEstar*
- LEA receives monthly supplemental count (SP) report from State Wide Services.
- LEA reviews SP report focusing on student count and codes
- LEA will contact State Wide Services to correct any issues.

ADE:
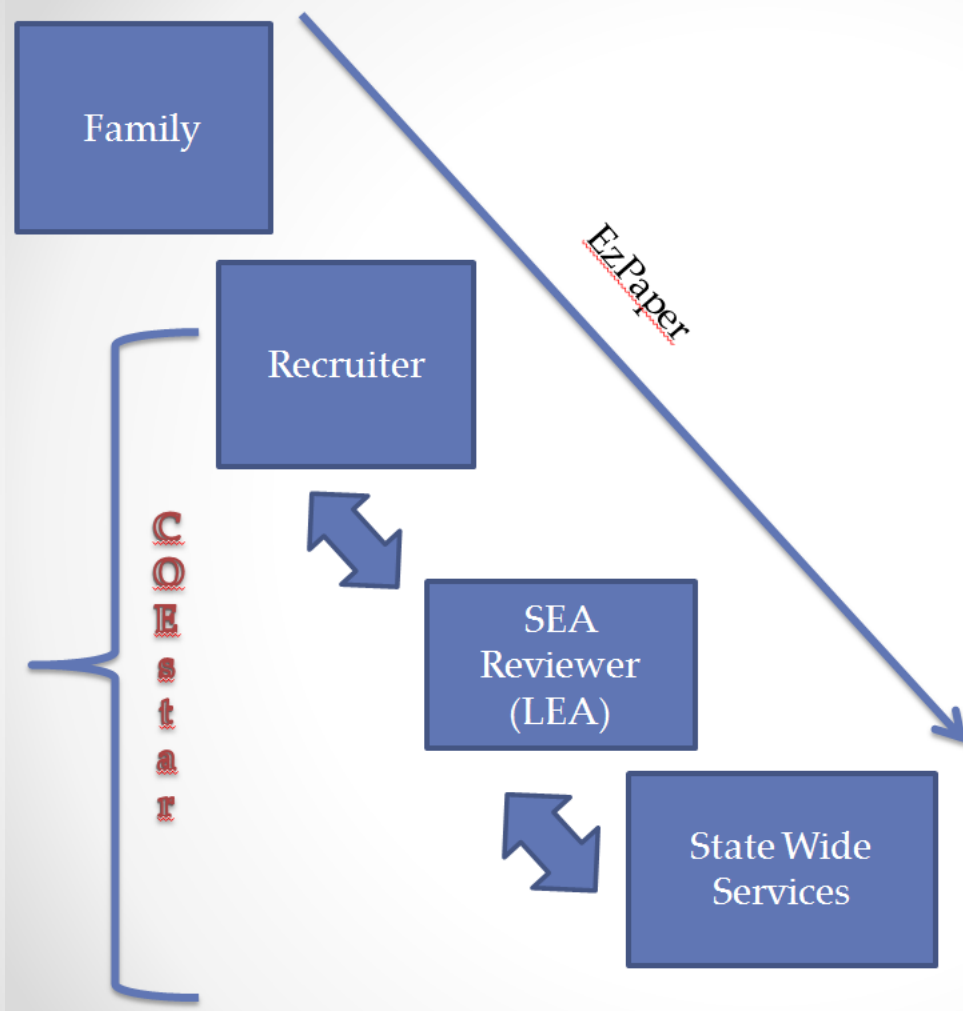
- Allocate funds to the LEA.
- Provide technical assistance on expenditures of funds.
- Train on ID&R
- Facilitate the re-interview process for quality assurance.

Common Issues

Comment box on COE

- o Too many words, not enough said.
    - "To join move"
    - " Mother sought work in "

- o Qualifying work not specifically listed. Employ the verb and noun form.

"Picking grapes"

"Seeding watermelons"

Codes

Code 301 (LEP) most frequently missed.

Run an SP list with state wide services to ensure that the codes are correct.

From Families to Funding: The Big Picture

- The number of students identified and recruited is directly proportional to LEA funding.

- Arizona student count is measured from September 1- August 31 and entered into CSPR.

- LEA allocation is based on student count.

- Allocations are weighted on students served such as ELL, PFS, Early ED (CODES)
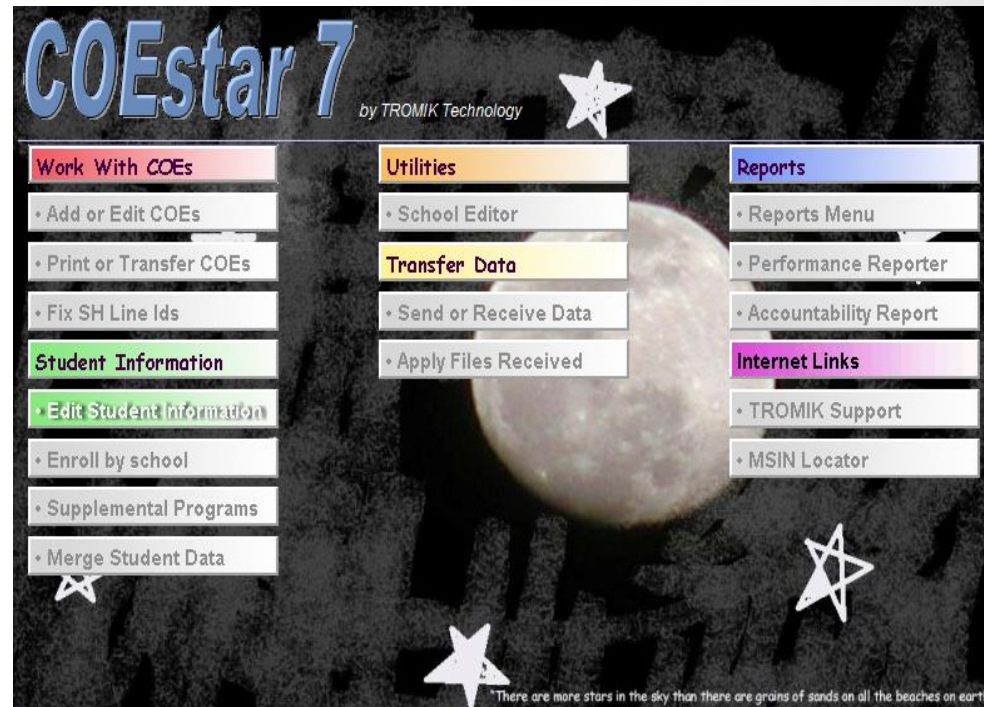
Families

ADE

LEA
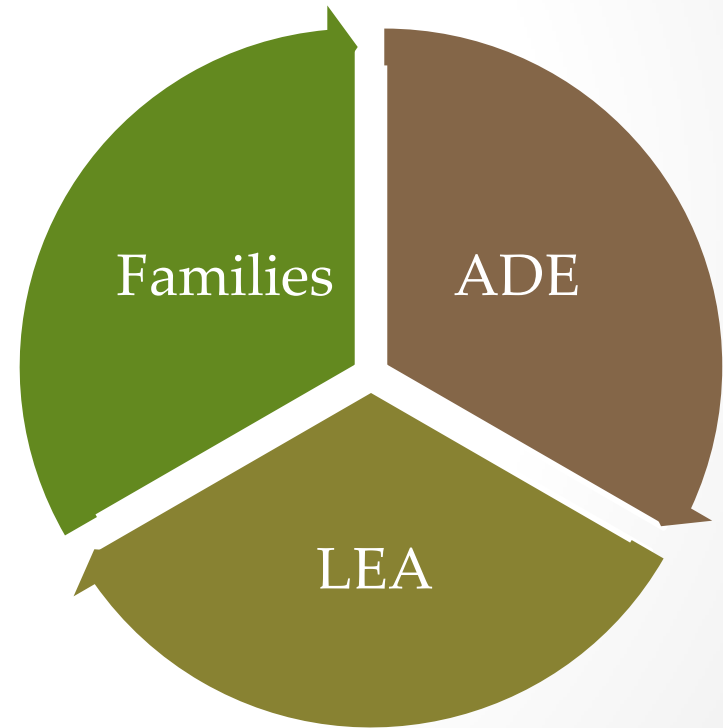
COEstar

Once a COE goes through the approval process, it is published onto COEstar.

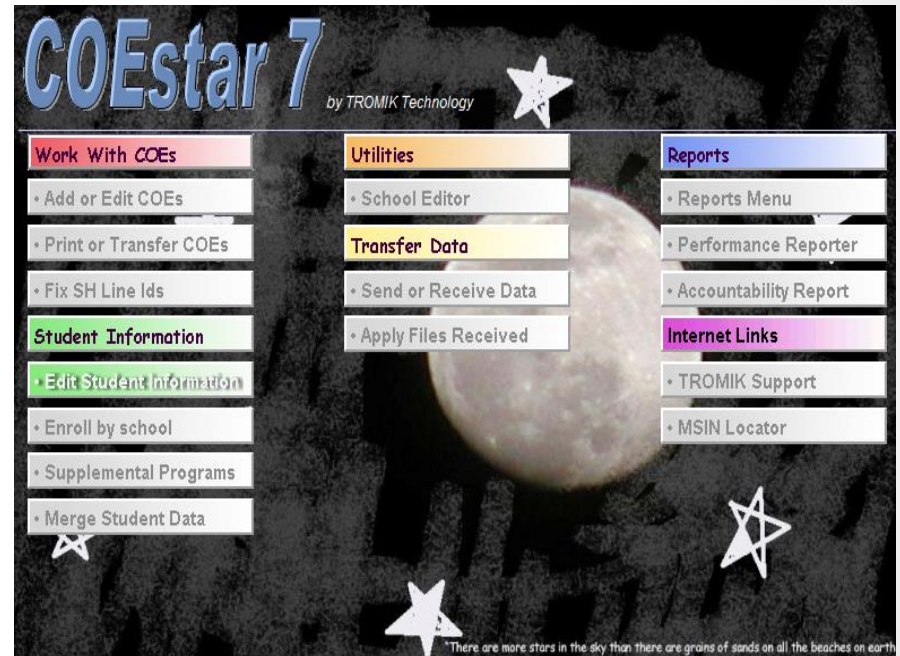COEstar is a database, specific to Arizona, that houses all COE data.

- Depending on the size of your LEA, your LEA will have a license to access COEstar.

COEstar

The LEA may use COEstar to:

- Review the accuracy of student information such as DOB, name, and Codes.

- Verify monthly SP reports

- Confer with State Wide Services for any counting needs.

MSIX is a national database that links migrant student records to all MEP states.

MSIX:

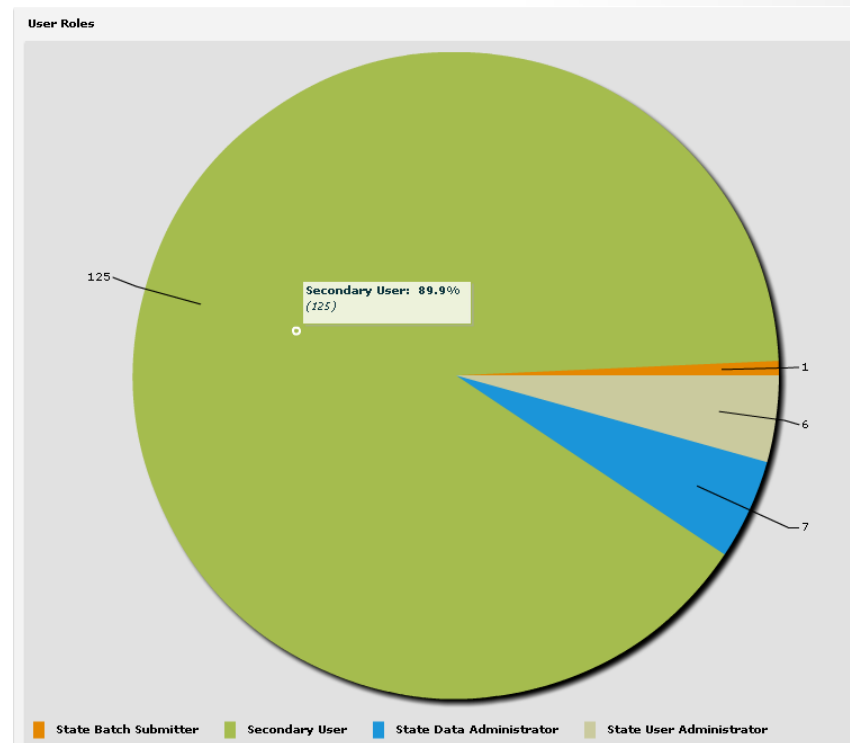- Produces a consolidated record for each migrant student that contains information from each State in which the student was ever enrolled

- Contains the minimum data elements necessary for the proper enrollment, grade and course placement, and accrual of credits for migrant student

- Link State migrant systems in a minimally invasive manner to collect, consolidate, and make critical education data available

MSIX Roles

The majority of Recruiters are Secondary Users. User roles are assigned by your State User Administrator.

MSIX Role	Purpose
Secondary User	• Search and view student information and reports. • Send student move notifications. • Generate reports
State Region Administrator	• Establishes and maintains the regional structure and associated districts for the user's State, if the State chooses to use regions

User Roles

Secondary User: 89.9% (125)

125

1

6

7

■ State Batch Submitter   ■ Secondary User   ■ State Data Administrator   ■ State User Administrator

Obtaining An Account

- Secondary User Training
  o Module + Quiz
  o Submit Certificate

- MSIX User Application
  o Information

- Photocopy of your ID
  o School, or State

MSIX
Migrant Student
Information Exchange

Instructions on how to Obtain an MSIX Account

1. Connect to msix.ed.gov
   - Select the Trainers' Corner
   - Select the Secondary User Online training
     (https://msix.ed.gov/msix/training/secondary/msix_user_training.htm)
   - Complete the MSIX Secondary User Training
   - Complete the MSIX secondary user quiz (70% or above to pass) and print the certificate.

2. Complete the User Application for MSIX Access (top portion only).

3. Scan and email the following documents to the State MSIX User Administrator:
   1. User Application for MSIX Access
   2. Copy of the applicant's school ID
   3. Copy of Certificate of completion

4. Secondary user account will be created by the State User Administrator.

5. MSIX will email you a temporary password and specific login instructions.

6. Once logged in, create a new password and accept the rules of behavior.

Contact the State MSIX User Administrator for any account needs:

Paulino Valerio		Mary Haluska
State ID&R Coordinator		State Migrant Director
MSIX State User Administrator		MSIX State User Administrator
Arizona Department of Education	or	Arizona Department of Education
paulino.valerio@azed.gov		Mary.haluska@azed.gov
(602) 542-7463		(602) 542-3100

Why do we reset a Password?

- (1) the user is locked out of their account because they tried three times to access it, but failed on all three attempts

- (2) the user forgot their password, or

- (3) if 90 days have gone since the user last used their Password and it expired.

Action Planning: Developing an Arizona ID&R Plan:

Looking Ahead: Actionable Milestones

MAP - State profile of migrant families

Plan - Description of the statewide recruitment plan,

Train - Recruiter training plan,

Deploy - Recruiter deployment

Assure - Quality control process, and

Evaluate- ID&R evaluation plan.

- The re-interview process will take place in October
- Arizona migrant student count will take place in December
- Specific dates TBA